

Professional and Managerial Branch  
General Administration Group  
Contract Administration Series

**CONTRACTS DEVELOPMENT MANAGER**

09/95 (SPB)

*Summary*

Under general direction, develop and administer contracts for a large, complex public utility or similar combination of City departments with a high volume of public works projects.

*Typical Duties*

Plan, write and negotiate terms of complex multi-jurisdictional multi-year and diversely funded engineering design, consulting and construction contracts. Involves: analyzing and evaluating business reasons that necessitate a contract; identifying and preparing applications for sources of funding in consultation with project managers; establishing scope of work and price; issuing requests for proposals and bids; taking receipt of proposals; participating in contract negotiation sessions and establishing official summaries of negotiations; ensuring that all contract clauses and special provisions are included in documents; reviewing and updating construction contracts and service agreement contracts to meet current federal, state and local requirements; analyzing, preparing and presenting reports and arranging for dispute resolution sessions to consider or initiate claims for adjusting compensation or other forms of relief on contracts; recommending appropriate action and obtaining authorization to resolve claims; reviewing, preparing and submitting materials, contracts, service agreements, change orders and amendments for Public Service Board or Council consideration and approval.

Manage contracts administration function. Involves: monitoring inter-local and grant agreements, developer subdivision agreements and generating special agreements as warranted; providing contracting related information to departmental management regarding the negotiation of water and wastewater or similar inter-local agreements; pursuing changes in laws, regulations and ordinances which effect contracting and disseminating pertinent information to staff engineers, consultants and others and ensuring compliance; coordinating work of project engineers regarding the processing of contracts and provide guidance and advice on multi-jurisdictional construction projects; consulting with risk manager to develop insurance and surety bond requirements for construction projects.

Ensure flow of funds is tracked on study design and construction projects. Involves: designing bookkeeping systems to assure proper and prompt payment to contractor and consultants; tracking receipt of grant money and other funding involved in engineering projects; reviewing contractor and consultant invoices; ensuring preparation of payment vouchers; maintaining a filing system of official contract documents and contract correspondence.

Direct preparation of bidder's contract packages. Involves: arranging scheduling of construction contracts, advertisement, bid openings and award of contracts; ensuring performance of pre-award survey to determine contractor(s) physical and financial capabilities and performance history; reviewing records to ensure completeness of bids, process specifications, tests and progress reports; preparing and updating contract status reports of consultants and contractors; scheduling and preparing agenda, minutes and acts as contracting representative at pre-proposal and pre-construction meeting; coordinating with the City Attorney or General Counsel concerning legal aspects of contract administration and litigation.

Enforce compliance with federal contract requirements. Involves: ensuring compliance with state and federal labor standards; reviewing contracts for compliance with state and federal legislation; receiving contract submittals and forwarding to appropriate reviewing agency; reviewing and forwarding actions for submittal to contractors and consultants; serving as audit manager with state and federal agencies.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development and maintaining records of operator certification and training; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public administration or related field and six years of responsible experience in contract administration and related documents preparation; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: contract administration and document preparation; various records and documents used and prepared in the engineering and construction industry. Good knowledge of: the construction industry and building trades; insurance and surety bond requirements regarding construction; federal, state and local laws and regulations concerning contracting techniques, pricing, and equal employment opportunity goals; the principles and practices of design and construction project accounting and construction payroll accounting; supervisory techniques, standards of conduct and work attendance and safe working practices and procedures.

Ability to: exercise informed judgment to manage contracts considering such factors as departmental policies, management philosophy, funding constraints, and engineering needs and comprehensive contracting procedures; make arithmetical calculations; write and understand contracts, read and understand grants, project manuals, proposals, plans and legal descriptions; firmly and impartially exercise supervisory authority as delegated; gather and analyze data; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, consultants, developers, construction contractors, suppliers, attorneys, federal, state and local officials and the general public; maintain and develop records and prepare reports.

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Director of Personnel

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Department Head

OFFICIAL